



CORPORATE TRAINING AND CONTINUING EDUCATION FALL 2011

Training for Existing Business and Industry

SHELTON STATE

COMMUNITY COLLEGE

CORPORATE TRAINING AND CONTINUING EDUCATION

FOR NEW CLASSES OR POSSIBLE CHANGES, PLEASE CALL 205.391.2386 OR VISIT OUR WEB SITE, www.sheltonstate.edu. AND CLICK ON THE MENU FOR COMMUNITY/CORPORATE EDUCATION

CORPORATE CUSTOMIZED TRAINING

Corporate Training offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING can be designed to meet specific company or organizational needs. Customized training is available upon request and is tailored to meet specific company needs. Corporate Training works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. Current customized training programs include the following:

- AC/DC Fundamentals
- Computer Applications
- Customer Service
- Forklift Safety
- Industrial Environmental Controls
- Industrial Hydraulics and Pneumatics
- Industrial Maintenance Technology
- Industrial Motors
- Industrial Pumps and Piping Systems
- Industrial Safety and Maintenance
- Industrial Wiring
- Leadership & Supervision
- Precision Machining
- Precision Measurements & Technical Drawing
- Preventive Maintenance
- Programmable Logic Controllers
- Statistical Process Control
- Welding
- Workplace Spanish

CONTINUING EDUCATION SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are job specific and job preparatory with most courses lasting three months or less. Certificates are awarded at the completion of courses that include training in computers, Microsoft applications, and truck driving. Many of the classes do not require a high school diploma or a GED. Professional Development programs offer Continuing Education units (CEUs) upon successful completion of a course. For every 10 hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course in which CEUs are earned.

CAREERS

INTRODUCTION TO ArcGIS

The geospatial job sector goes above Google Earth and GPS navigation systems into a high growth, high demand skill set applicable to any industry imaginable. Whether interested in business, education, defense, engineering, government, safety, natural resources, utilities or beyond, study the basic design of a Geographic Information System and learn to collect, analyze, and display geospatial data. Enroll in Introduction to ArcGIS and gain

classroom-to-career skills that public and private businesses use to conserve resources, increase productivity, manage assets, and analyze data for decision making. No prior GIS experience is necessary but knowledge of Microsoft Windows is required. For more information, contact 205.391.2434.
Date and Time: TBA

TRUCK DRIVER TRAINING

This is an eight-week program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information contact, 205.391.2386. WIA and VA approved

M-F	7:30 a.m.-3:30 p.m.	
Aug. 22-Oct. 14	\$1,500	TBI 225-01
Oct. 17-Dec. 16	\$1,500	TBI 225-02



REAL ESTATE PRINCIPLES

This is an introductory real estate course preparing participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Texts: *Modern Real Estate Practice*, Edition 18 by Galaty, Allway & Kyle and *The State of Alabama Real Estate Commission License Law*, Revised 2009. For more information contact 205.391.2386.

M and TH	6-9:45 p.m.	Martin 2154
60 contact hours	6 CEU	
Aug. 22-Dec. 12	\$360	TBI 104-50

PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. WIA Approved.
T/Th Oct. 18-Dec. 13 6-9:30 p.m.
\$999 (Textbooks included) Martin 2414

PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy, and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. There is no outside externship rotation included with this program. WIA Approved.
T/Th Oct. 11-Jan. 26 6-9:30 p.m.
\$1599 (Textbooks included) Martin 2909

MEDICAL BILLING AND CODING PROGRAM

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, to file claims (using the CPT and ICD-9 manual), to complete common insurance forms, to trace delinquent claims, to appeal denied claims, and to use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management); specialty fields (such as surgery, radiology and laboratory); ICD-9 (Introduction and Guidelines); and basic claims processes for medical

insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. WIA Approved.

M/W Oct. 5-Jan. 18 6-9:30 p.m.
\$1799 (Textbooks included) Martin 2414

DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions, dental assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics related to dental assisting: administrative aspects including the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies, and guidelines. Clinical aspects include introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, and sterilization. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course. WIA Approved.

M/W Oct. 10-Dec. 12 6-9:30 p.m.
\$1199 (Textbooks included) Martin 2912

For more information on any of these programs, contact Margie Falls at 205.391.2434 or mfalls@sheltonstate.edu

CONSTRUCTION & INDUSTRIAL SKILLS

ICC PLUMBING CODE COURSE FOR THE JOURNEYMAN & MASTER EXAM

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare for the Journeyman or Master Plumber exam. The course covers the information in the 2003 *Plumbing Code* book, including how to use tables and how to properly install a plumbing system per code. For more information, contact 205.391.2434.

T/Th 6-8:00 p.m.
12 sessions
Date: TBA \$150 (excluding book)

STATISTICAL PROCESS CONTROL

This course examines the principles of SPC with a view toward product improvement and reducing waste in the organization. The course will cover the history of SPC and its major contributors and will provide a statistical foundation of the underlying principles of SPC including measures of central tendency, measures of variation, and the normal distribution. Work with control charts will be emphasized in understanding the manufacturing process, the causes of variation, and elimination of special cause variation. Work with control charts will include methods for detecting out of control processes. The application of these topics in solving problems encountered in personal and professional settings is also discussed.

Time and Dates TBA \$149

COMPUTER TECHNOLOGY

MICROSOFT OFFICE SPECIALIST CERTIFICATION TESTING

Microsoft® Office Specialist is the premier certification program for demonstrating desktop productivity skills in Microsoft Office business programs such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft

Outlook®, Microsoft Access, and Microsoft Project.

The Microsoft Office Specialist certification



program empowers professionals with the skills they need in today's most commonly used desktop programs while providing employers with verified proof of employee knowledge and capabilities. Proctoring fees are \$40 per exam. For more information contact 205.391.2386.

INTRO TO MICROSOFT EXCEL 2007

Prerequisites: Basic Computer and Windows
Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, Web queries. Learn the use of the handy AutoFormat feature to format data. Linking a worksheet to a word document is also included. To insure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Excel 2007: Comprehensive Techniques* by Shelly, Cashman, & Quasney

Th	6-9:15 p.m.	Martin 1255
6 sessions		
Oct. 6-Nov. 10	\$165	TBI 203-50

INTRO TO MICROSOFT OFFICE WORD 2007

Prerequisites: Keyboarding and Windows
Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; and shortcut keys. To ensure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Word 2007: Comprehensive Concepts and Techniques* by Shelly, Chasman, and Vermaat. For more information, contact 205.391.2386.

W	6-9:00 p.m.	Martin 1255
6 sessions	Sept. 21-Oct. 26	\$165 TBI 202-50

INTRO TO QUICKBOOKS PRO 2011

Prerequisites: Basic Computer and Windows
This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for jobs, employees, and vendors; customizing fields; establishing product inventory records, as well as ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; and time tracking and job costing. To ensure a seat in the class, please register one week prior to the start date. Text: *QuickBooks Learning Guide* by A.L. Craig.

T	6-8:00 p.m.	Martin 1255
6 sessions		
Oct. 4-Nov. 8	\$165	TBI 200-50

EMPLOYEE & PROFESSIONAL DEVELOPMENT



WORKKEYS® FOR PARAPROFESSIONALS

Must register by noon Tuesday before the test. Contact 205.391.2434.
Wed. 8:30 a.m.-noon \$50 Martin 1255
Dates: Sept. 7, Oct. 5, Nov. 2, Dec. 7, Jan. 4

WORKKEYS® FOR THE CAREER READINESS CERTIFICATE

Must register by noon the Tuesday before the test. Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills the employer seeks. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit careerreadyalabama.com. To register for the CRC WorkKeys® assessment, call 205.391.2434.
W 8:300 a.m.-noon Martin 1255
Dates: Sept. 7, Oct. 5, Nov. 2, Dec. 7, Jan. 4

WORKKEYS® FOR GRADUATING TECHNICAL STUDENTS

Registration must be submitted by noon prior to the test date. See instructor or contact Margie Falls, 205.391.2434, for registration form.

W 8:30 a.m.-noon Martin 1255
Dates: Sept. 7, Oct. 5, Nov. 2, Dec. 7, Jan. 4

ACT JOB PROFILES

ACT's WorkKeys® job profiling system is a job analysis system helping businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skills levels they need to qualify for and be successful in the jobs they want. When used with assessments, instruction, and reporting, job profiling allows students and workers to make decisions about appropriate jobs and to identify areas they need to strengthen in pursuing their educational and career goals.

WorkKeys job profiling is conducted by job analysts trained and authorized by WorkKeys industrial/organizational psychologists. The profiling procedure is designed to systematically develop accurate profiles through a task analysis that is used to select the task most critical to a job, a skill analysis that is used to identify the skills and skills levels required at entry level and for effective performance on that job, and skill ranking, which determines which WorkKeys skills are most critical to the job.

INTRO TO BUSINESS COMMUNICATION

This course provides the foundation for improving your written communication skills for the workplace. Topics include basic writing skills, proper grammar, punctuation, and tips for effective communication.

F 8:00 a.m.-noon
16 contact hours \$249
Time and Dates: TBA

SUPERVISOR LEADERSHIP TRAINING

Supervisory Leadership Development, A Skills Based Training Program, is a 30-hour training program specifically designed to address leadership issues in business and industry.

The program consists of five training modules delivered in six sessions. Topics include the following:

- Effective Communication
- Conflict Resolution
- Teamwork
- Coaching Skills
- Personal Effectiveness Skills
- Transitional to First Line Supervisor

The training modules are designed to be stand-alone units and can be customized to address specific leadership issues within business and industry. Training is on-demand and can be conducted at your facility on any shift.
Dates: Offered Upon Request

SERVSAFE® FOOD SAFETY TRAINING



Food safety in a foodservice establishment is

non-negotiable. Each year an estimated six to twelve million Americans contract food borne illnesses as a result of contamination by microorganisms. These illnesses are preventable. Proper training is the key to preparing food in a safe environment. The ServSafe® program is the premier food safety training offered by the National Restaurant Association Educational Foundation (NRAEF).

The program, designed for the food-service professional, provides accurate, up-to-date information on all aspects of handling food, from receiving and storing to preparing and serving. The classes (eight hours total) review material presented in the textbook and conclude with the certification exam. Textbooks may be picked up once payment is made or may be picked up at the first class.

The \$160 cost for the course includes the training, textbook, and certification examination from the NRAEF. A ServSafe® certificate from the NRAEF will be awarded to individuals who complete the course and receive a passing grade on the exam.

ServSafe® is a registered trademark of the National Restaurant Association Educational Foundation. The National Restaurant Association Educational Foundation (NRAEF)

is a not-for-profit organization dedicated to fulfilling the educational mission of the National Restaurant Association. Focusing on three key strategies of risk management, recruitment, and retention, the NRAEF is the premier provider of educational resources, materials, and programs which address attracting, developing, and retaining the industry's workforce.

Instructors are registered ServSafe® instructors with the National Restaurant Association Educational Foundation. Contact 205.391.2434 for current dates and times. \$160 Tuition includes textbook

LEAN OFFICE

Make your office operate more efficiently through Lean Office and Administration. If you are not currently using lean methodologies in your operations, this workshop will identify techniques that will provide the following:

- Reduce work in process up to 90%
- Reduce paperwork process time up to 90%
- Improve on-time performance up to 90%
- Reduce errors up to 50%
- Reduce floor space up to 75%

Dec. 6 8:00 a.m.-4:30 p.m.
Cost: \$295

SAFETY

OSHA 10 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to give the student an understanding of the 29 CFR part 1910, General Industry Standards. This course will utilize these standards as a guideline for instruction:

- OSHA Background & General Coverage/ Introduction to OSHA Standards
- OSHA Citations/Inspections/Penalties/ OSHA Record Keeping Requirements- Machine Guarding
- Hazard Communication (HAZCOM)
- Electrical/Lockout Tag-out
- Walking & Working Surfaces/Fall Protection
- Means of Egress – Fire Protection
- Personal Protective Equipment (PPE)

- Confined Space Entry/Confined Space Hazards.

Upon successful completion of the course, participants will receive a 10-hour certificate from the U.S. Department of Labor.

November 9 and 10 (1-1/2 Day Course)

Time: Wed. 8:00 a.m.-4:00 p.m.,

 Thurs. 8:00 a.m.-noon

Cost: \$195

OSHA 30 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to provide students an understanding of the 29 CFR part 1910, General Industry Standards. This training is designed for employees, foremen, supervisors, and anyone involved in general industry operations. Upon successful completion of the course, participants will receive OSHA certification through the Department of Labor.

Pre-requisite: OSHA 10 Hour General Industry Training Program

Topics covered include the following:

- Introduction to OSHA, OSH Act, Inspections, Citations, and Penalties
- Walking and Working Surfaces
- Means of Egress and Fire Protection
- Electrical
- Flammable and Combustible Liquids
- Fire Prevention & Protection
- Personal Protective Equipment
- Material Handling
- Hazard Communication

F 5 classes

7:30 a.m.-2:00 p.m. Date: TBA

Martin 1306-1307 Cost: \$495

HAZWOPER 40-HOUR

This course meets the requirements of 29 CFR part 1910.120 by providing basic training for the hazardous waste site workers. Some of the topics covered in the course are regulatory review, toxicology, medical monitoring, chemistry, site characterization, site safety plan, air monitoring equipment, personal protective equipment, sampling, spill control, and emergency response. Hands-on exercises and scenarios are used throughout the class to reinforce the

training.
Oct. 17-21
Times: 8:00 a.m.- 4:00 p.m. each day.
Cost: \$695

HAZWOPER WASTE SITE REFRESHER

Participants must complete the eight-hour refresher course no more than one year from the date of the original class and take the refresher each additional year to maintain the certification. All major topics covered in the original training will be reviewed. In addition, new regulations and environmental laws pertinent to the hazardous materials field will be introduced. All persons attending this class as an update must bring a copy of their original training certificate to class.

Oct. 11 Time: 8:00 a.m.- 4:00 p.m.
Cost: \$150

NFPA 70E FUNDAMENTALS TRAINING COURSE

Participants will understand the purpose of the standard and why it is important from OSHA's perspective. Topics addressed include basic electrical principles and safety, general electrical hazards, OSHA regulations, LOTO principles, electrically safe work conditions, energized electrical permits, and safety program requirements. Also included is a discussion of electrical arcs and their associated hazards. The course presents an overview of shock boundaries and the arc flash hazard boundary.

Nov. 15 Time: 8:00 a.m.-noon
Cost: \$195

LANGUAGES

SPANISH IN THE WORKPLACE

- Healthcare
- Construction
- Bankers
- Police Officers
- Teachers

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and

teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, and games. No prior knowledge of Spanish is required. For more information contact 205.391.2386.

Date: TBA 6-8:00 p.m.
8 sessions
Cost: \$165 TBI 148-50

INDUSTRIAL MAINTENANCE

TROUBLE SHOOTING AND PROBLEM SOLVING FOR MAINTENANCE

This one day workshop will give participants a chance to develop and implement permanent solutions to persistent machine failures and problems. The class will help maintenance personnel quickly discover the true causes, not the symptoms, of failures. Also, the training addresses a systematic way of troubleshooting a problem with practical techniques and tools that work. This workshop will provide individual exercises as well as group activities throughout the day for the participants.

The Objectives/Topics Include the following:

- Learn a practical approach to troubleshooting and problem-solving
- Gather basic problem solving techniques such as fishbone diagrams, flowcharts, and check sheets
- Understand the "5-Why" Technique, the positives and pitfalls, and the best way to use it to find the root cause
- Learn and implement error/mistake proofing systems/tools
- Gain teamwork skills working on solving class exercises
- Reduce downtime and prevent recurrences of failures by standardizing troubleshooting and problem solving

Aug. 12 (8 Hour Course)
Time: 8:00 a.m.-4:00 p.m.
Cost: \$195

HYDRAULICS TRAINING (LEVEL I & II)

Hydraulics Training Level I - In Level I Basic Hydraulics, participants will learn how to read and construct basic circuits using actual components. This course includes hydraulic safety, basic theory, and symbol reading, while allowing participants to practice hands-on circuit development activities on state-of-the-art trainers. A certificate is awarded upon completion. Level I is a pre-requisite to Level II.

Topics for Level One - Hydraulic Circuits include the following:

- Hydraulic Safety
- Hydraulic Symbols
- Basic Hydraulic Laws and Principles
- Pressure Control Valves
- Hydraulic Pumps and Closed-loop (hydrostatic) Systems
- Check Valves, Accumulators, and Actuators
- Reservoirs, Coolers, Hoses, and Connectors
- Directional Control Valves
- Flow Control Valves
- Hands on circuit building activities

Hydraulics Training Level II - In Level II Troubleshooting Hydraulics, participants will learn how to correctly identify malfunctioning components in circuits. Also included is the safe and proper selection of hydraulic diagnostic equipment and the methods used to troubleshoot faulty circuits. By learning how to "field test" circuits and eliminate costly "trial and error" component replacement, labor and material savings can be realized. A certificate is awarded upon completion.

Topics for Level 2 - Troubleshooting Hydraulic Circuits, include the following:

- Hydraulic Troubleshooting Safety
- Basic Hydraulic Circuit Review
- Troubleshooting Hydraulic Pumps
- Troubleshooting Pressure Control Valves
- Troubleshooting Directional Control Valves
- Troubleshooting Check Valves
- Troubleshooting Cylinders
- Troubleshooting Hydraulic Motors
- Troubleshooting Level I and Level II Circuits
- Hands on troubleshooting Activities

All course materials and certificates are

provided.

Oct. 31-Nov. 4 (40 Hour Course)

Time: 8:00 a.m.-4:00 p.m.

Cost: \$1500

INTRODUCTION TO CONTROL LOGIX

This 32-hour course introduces the ControlLogix controller. The course explains the different components of a ControlLogix system, basic ladder logic instructions, and how they are used and programmed. It demonstrates how to configure the communication's drivers for RSLogix 5000™ and RSLinx™ and teaches how to use the programming software to obtain information from the process and from the PLC itself. It gives general guidelines on troubleshooting and maintaining a PLC system. The course emphasizes hands-on laboratory exercises using ControlLogix trainers. Upon completion of this course you will be able to do the following:

- Identify a ControlLogix system and its components
- Identify basic ladder logic instructions and their meaning
- Configure the communications drivers for RSLogix 5000™ and RSLinx™
- Use the programming software to monitor input and output devices
- Understand the diagnostics information provided by the programming software
- Perform general practices for maintaining and troubleshooting a PLC system

Oct. 3-7

Time: 8:00 a.m.- 4:00 p.m.

Cost: \$795



E-LEARNING

Ed2Go ONLINE CAREER TRAINING PROGRAM

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

FEATURES:

- Facilitators and mentors are available to answer questions and help you through your studies.
- Career Counselors will help you prepare for the transition from the classroom to the workplace.
- Courses are all open-enrollment and self-paced.
- There are no additional charges; all materials, workbooks, and software are included in the course fee.
- Payment plans are available.

COURSE OFFERINGS INCLUDE THE FOLLOWING:

Pharmacy Technician
Medical Coding and Billing
Administrative Medical Specialist
with Medical Billing and Coding
Medical Transcription
Six Sigma Black Belt
Project Management
AutoCAD 2009
Freight Broker/Agent Training
Veterinary Assistant
Paralegal

Online Courses for Teaching Professionals

Our online courses for teaching professionals are convenient, affordable and effective.

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THERE'S NEVER BEEN A BETTER TIME TO

Step into
SHELTON STATE.

REQUIREMENTS FOR REGISTRATION

A high school diploma or the equivalent is required for participation in some courses.

PAYMENT INFORMATION:

Payment may be made by check, cash, or credit card through the Cashiers' Office on the Martin Campus. For your convenience, credit card payments may be made by phone by calling the Cashiers' Office at 205.391.5831. Checks or money orders should be made payable to SSCC.

REGISTRATION OPTIONS:

- 1) Fax a completed registration form or purchase order number with billing information to 205.391.5868.
- 2) Call 205.391.2386.
- 3) Mail the completed registration form to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- 4) Bring the completed registration form to the office of Corporate Training, Martin Campus, Room 1366. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon.

Payment should be made through the Cashiers' Office. For more information visit the Shelton State Community College Web site, www.sheltonstate.edu, and click on the menu for Community/Corporate Education.

CONFIRMATION:

A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, location of the course, and a map.

CANCELLATIONS AND REFUNDS:

Non-Credit Refund Policy

To withdraw from a class, a student must contact Corporate Training/Continuing Education at 205.391.2386. In order to receive a refund, students must withdraw before the first day of class. A 95 percent refund will be given to those students who withdraw before the deadline (100 percent minus a five percent administrative processing fee.) Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

DATES OF SCHOOL CLOSING:

Classes will be held as scheduled August 22 through December 16. Shelton State Community College will not be open for classes on September 5, November 11, and November 21-25.

CONTINUING EDUCATION UNITS:

Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.

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9500 Old Greensboro Road
Tuscaloosa AL 35405

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